

Fountain Hills Community Center



The Fountain Hills Community Center is set in one of the most beautiful locations in the area, surrounded by the Superstition and McDowell Mountains, Red Mountain and the Sonoran Desert. The beautifully appointed Grand Ballroom offers sweeping views of the Four Peaks and Fountain Hills' world famous fountain.

The Grand Ballroom provides 8,200 square feet of elegant space and can hold up to 500 people in a banquet setting. The 5,000 square foot lobby can be used for wedding ceremonies and cocktail receptions, and flows smoothly into the ballrooms. The Courtyard, just outside our doors, is also available for wedding ceremonies. A 990 square foot prep kitchen is an extra benefit for caterers.

Rental Information

Ballroom rentals are for 8 hours. Any time beyond 8 hours will be billed at the hourly rate. Rehearsal time can be made available at the ballroom hourly rate. Please refer to The Community Center Fee Schedule for complete rate per hour information.

Rentals include tables, chairs, podium, one wired microphone and staging.

Things You Need to Know

At the time your event is booked we require:

- Event date
- Event start and end time
- Number of guests
- Number of rooms requested
- Size of dance floor
- If there will be a bar and if it will be cash or hosted
- Name of decorator, caterer and entertainment

When you sign your License Agreement:

- License Agreement must be signed within ten days of issuance
- Payment in full is required at this time

Enclosed is a sample of the License Agreement for rental of the Community Center. A new License Agreement, which will require your signature, will be issued if any changes or additions are made to the original agreement.

One month prior to the event we require:

- Room set up finalized, including number at head table
- Payment for special bar requests and/or hosted bar service

Cancellation

Sixty days notice of cancellation is required for a full refund. A 50% refund will be issued if notice of cancellation is received thirty days prior to the event. All payments are forfeited if notice is less than thirty days.

Damage Deposit

A damage deposit of \$50 per ballroom (\$200 for Grand Ballroom) may be required for ballroom events. The amount to be refunded will be determined by the Center Director or designee upon inspection of center immediately following the event. Refunds will be returned by mail.

Food Service

You may use the caterer of your choice or provide food service yourself. There is a fee for use of the kitchen, based on the number of ballrooms used. For Fountain Hills residents, the fee is \$25.00 per ballroom. For non-residents, the rate is \$50.00 per ballroom.

Enclosed you will find a sample of the "Catering Agreement." If you use a caterer, this agreement will be required. The sample "Kitchen Usage Agreement" will be required for anyone other than a caterer who may be providing your food service.

Bar Service

All alcohol consumed in the Community Center must be purchased from us. Alcohol consumption is limited to inside the building and the patio area. Bar service will end 30 minutes prior to the end of your event. No alcohol may leave the building. Parents must accompany all minors in rooms where alcohol is served. Bartender fees are \$15 per hour per bartender, 3 hour minimum. One bartender is recommended per 100 guests.

Security

Uniformed security is required at all events where liquor is served. The Center will arrange for this service. The current fee is \$35 per hour, which is to be paid on the day of the event in cash to the officer on duty. Liquor service cannot begin until this fee has been paid.

Table Sizes

We do not supply tablecloths, napkins or skirting. Our banquet tables are 60" round and we have a limited number of 72" round tables available. Buffet tables are 72" long by 30" wide.

Clean Up

You will be responsible for clean up. Your caterer or kitchen staff will be given an agreement to sign outlining cleaning requirements for the kitchen and all rooms used for your event.

Following the close of your event, all decorations and tape must be removed and placed into waste receptacles. Any decorations or tape remaining from the event will be removed by the Center staff at the prevailing labor rate (subject to overtime rates for holidays, after midnight, etc.).

Damage to furnishings, walls, floors, windows or any other surface due to decorations will be charged to your event.

All items, including rental items, brought into the Center need to be removed from the building immediately following your event.

COMMUNITY CENTER FEE SCHEDULE

Rental fees include set-up, tables, chairs, podium, one wired microphone, staging, removal and normal clean up. Rooms requiring extraordinary cleaning will be billed at the rate of \$25/hour.

Room			
	Per Hour (2 hour min.)	Up to 8 Hours	Per Hour Thereafter
Conference Room	\$33	\$200	\$33
Kids Room	\$33	\$200	\$33
Classroom 1 or 2	\$33	\$200	\$33
Classrooms 1 & 2	\$41	\$260	\$41
Seminar 1 or 2	\$33	\$200	\$33
Art Room 1 or 2	\$33	\$200	\$33
One Ballroom **	n/a	\$330	\$50
Two Ballrooms **	n/a	\$660	\$100
Three Ballrooms **	n/a	\$990	\$150
Grand Ballroom **	n/a	\$1,320	\$200
Weekend: Friday, Saturday or Sunday			
Ballroom 3 or 4 Weekend **	n/a	\$400	\$60
Ballrooms 3 & 4 Weekend **	n/a	\$800	\$120
Grand Ballroom Weekend **	n/a	\$1400	\$210
Lobby (if available)**	n/a	\$600	\$90
Grand Ballroom & Lobby All Day **	7:00 am to 12:00 am		
	\$3,000		
The Courtyard	Up to 2 Hours	2-4 Hours	Over 4 Hours
	\$180	\$270	\$400

**** Ballroom and lobby rental includes set up time, event time and clean up time. Required time for set up must be coordinated with and approved by the Center.**

Kitchen Usage Fee: \$50/ballroom
 \$200/Grand Ballroom

There is a \$25 minimum fee if kitchen is not cleaned and trash removed.

Concessions: All services and sales belong to the Center unless otherwise negotiated.

SERVICES FEE SCHEDULE

<u>Service</u>	<u>Resident/Non Profit</u>	<u>Non Resident/Commercial</u>
Electricity:		
110V	\$15/booth	\$25booth
220V	\$40/booth	\$75/booth
Audio-Visual:		
Wireless Microphone	\$10 each	\$20 each
Slide Projector	\$10	\$20
Overhead Projector	\$10	\$20
Video Projector	\$15	\$30
Small Screen	no charge	\$10
Large Screen 8' x10'	\$10	\$25
Large Screen Border	\$10	\$15
TV/VCR	\$25	\$30
Portable Sound System	\$25	\$50
Other:		
Easel, Paper and Markers	\$10	\$20
Dance Floor	\$3/square \$100 max	\$5/square \$150 max
Upright Piano	\$25 (tuning extra)	\$50 (tuning extra)
Grand Piano	\$50 (tuning extra)	\$100 (tuning extra)
Coffee Service	\$1.50 per 8 cup pack	\$1.50 per 8 cup pack
<i>Coffeemakers are available in each room and kitchen. Coffeemakers in meeting rooms must use coffee purchased from the Center.</i>		

Computer Lines:

The Center is able to provide Internet access through a high-speed aDSL connection. Two options are available:

1. An 11Mbps wireless customer-provided adapter connection at \$15/computer/day, or facility-provided adapters at an additional \$25/computer/day.
2. A 100 Mbps switched connection with a facility-provided Cat 5 cable to the client-provided network adapter, Ethernet switch or hub for \$125/event/day.

NOTE: Customer-provided Wireless Access Points are not permitted. All computers must be running TCP/IP. Technical assistance is available at \$30/hr.

All rentals and services are subject to Arizona State Tax.

FOUNTAIN HILLS COMMUNITY CENTER

LIQUOR PRICES AND POLICY

Domestic Beers

\$3 12 oz. Bottle
Budweiser
Bud, Coors or Miller Light
MGD
O'Doul's Amber (Non-Alcoholic)

Import and Specialty Beers

\$4 12 oz. Bottle
Fat Tire
Corona
Heineken

Beer Keg

Domestic \$125
Import – Prices Vary

Beer Pony Keg

Domestic \$75

Well Drinks

\$4 1.25 oz.
Jim Beam Bourbon/Whiskey
Smirnoff Vodka
Jose Cuervo Tequila
Korbel Brandy (no call)
Bombay Gin
Dewar's Scotch
Barcardi Silver Rum (no call)

Premium Drinks

\$6 1.25 oz.
Jack Daniel's Bourbon/Whiskey
Absolut Vodka
Patron Silver Tequila
Tanqueray Gin
Chivas Regal Scotch

Specialty Liquors

\$6 1.25 oz.
Bailey's Irish Cream
Vanilla Smirnoff
Crown Royal
Grand Marnier
Disaronno Amraetto
Captain Morgan's Spiced Rum

Soft Drinks

\$1
Coke
Diet Coke
Sprite
Bottled Water

Premium Wine

\$5 6 oz.
\$24 bottle
Blackstone Chardonnay
Blackstone Merlot
Blackstone Cabernet Sauvignon
Sycamore Lane White Zinfandel

Champagne

(3 weeks advance notice required)
Henri Marchant Brut \$10 bottle
Kenwood \$15 bottle
Korbel \$20 bottle

*Other brands may be available
upon request.*

All prices are subject to change without notice.

Bartenders: Licensee will be billed for the bartenders' actual serving times at the rate of \$15/hour per bartender, 3 hour minimum. One bartender per 100 guests is recommended.

Security: Uniformed security is required at all liquor events and will be charged to the Licensee at \$35 per hour. Payment is required in cash on the day of the event. Liquor service will not begin until security fee has been paid.

Bars Will Close: The Center retains the final decision on when the bars are to close. In no case will the bars close later than 11:30 pm, otherwise no later than 1/2 hour before the event's scheduled ending time.

Hosted Bars: Must be paid in advance.

Special Order Items: Must be paid in advance. All unused items remain the property of the Center. There are no refunds on special orders.

No liquor can be brought into or leave the Center.

FOUNTAIN HILLS COMMUNITY CENTER LICENSE AGREEMENT

License No.:

PARTIES: THIS AGREEMENT, made March 17, 2003, is between the FOUNTAIN HILLS COMMUNITY CENTER, a department of the Town of Fountain Hills, HEREINAFTER CALLED "CENTER" AND

NAME:
ADDRESS:

PHONE:

HEREINAFTER CALLED "LICENSEE". It is understood and agreed the term "CENTER" will, throughout this agreement, also refer to the duly appointed representative of the FOUNTAIN HILLS COMMUNITY CENTER.

GRANT OF LICENSE/PREMISES: CENTER hereby grants to Licensee a non-assignable right, subject to all the terms and conditions of this Agreement, to use and occupy the herein named portions of the CENTER for the period and purposes(s) as described below:

EVENT NAME:
EVENT DATE:
EVENT USAGE TIME:
EVENT LOCATION:
LOCATION TO INCLUDE:

FEE TERMS: LICENSEE agrees to pay CENTER room rental of Dollars (\$0.00) plus tax. Payment and signed License Agreement are due no later than ten (10) business days from date License is issued.

Ballroom rentals are for an eight-hour period, other rooms as noted, and include tables, chairs, one-time set-up, house p.a. system, air conditioning, and general lighting. There is a charge for additional usage. Additional labor is billed at \$25/hour; if overtime at \$40/hour. Additional charges, plus applicable sales tax, for technical labor, sound and lighting equipment, table skirting, piano, tuning, dance floor, a/v equipment, electricity, changes to the original set, and/or other equipment or services will be billed and due upon completion of the event. If any merchandise is to be sold, i.e., tapes, shirts, cd's etc., terms must be negotiated with the Center Director or designee prior to the event and before any sales are made.

CANCELLATION: Refunds are based on the following: Full refund 60 days prior to event date; One-half refund 30-59 days prior to the event; no refund if less than 30 days prior to the event.

DAMAGE DEPOSIT: A damage deposit of Fifty Dollars (\$50.00) per ballroom may be required for ballroom rentals. Amount of refund will be determined by Center Director or designee upon inspection of CENTER immediately following the event. Refund, if any, will be returned by mail to the LICENSEE.

KITCHEN USAGE: Use of the kitchen will be billed at Twenty-Five Dollars (\$25.00) per room for Resident/Non-Profit clients, Fifty Dollars (\$50.00) per room for Non-Resident/Commercial clients. Times for food service and kitchen usage must be coordinated and approved by the Center Director or designee seven (7) days prior to the event.

LIQUOR SERVICE: All liquor must be provided and served by the CENTER. LICENSEE will be billed for bartender services at Fifteen Dollars (\$15.00) per hour (three (3) hour minimum) per bartender. Hosted liquor must be prepaid. Times for beverage service must be coordinated and approved by the Center Director or designee seven (7) days prior to the event. Liquor service will cease thirty (30) minutes prior to the end of the event. Parents or guardians must accompany all minors in rooms where alcohol is being served and/or consumed. Liquor service will cease immediately if minors are left unaccompanied.

SECURITY: Uniformed security may be required at liquor events. CENTER will arrange for security. LICENSEE will pay security provider \$35/hour of liquor service in cash on the day of the event. Liquor service will not begin until payment has been made.

POLICIES AND PROCEDURES: The *Policies and Procedures Manual* is hereby made a part of this agreement by reference. LICENSEE must comply with any and all music licensee requirements under current copyright laws. LICENSEE agrees to hold the Town of Fountain Hills harmless, and to provide, prior to the event, a certificate of insurance naming the Town of Fountain Hills as an additional insured.

APPROVAL OF LICENSE AGREEMENT: It is agreed the License Agreement will not be in force until both parties have signed it. If not approved, all funds received per this agreement will be refunded to LICENSEE, subject to the Cancellation Policies, as per the *Policies and Procedures Manual*.

For Licensee:

For the Fountain Hills Community Center:

Signature Date: _____

Signature Date: _____

Print Name and Title

Mark C. Mayer

Director of Parks & Recreation

Fountain Hills Community Center Catering Agreement



This is a sample of the agreement required for use of the Fountain Hills Community Center by caterers.

GENERAL RULES AND REGULATIONS

All terms and conditions are mandatory and must be fulfilled at every event.

Caterer is allowed 2 hours preparation time in which to set up for the event. They are allowed 60 minutes to clean to the satisfaction of Community Center staff and depart the premises without incurring an additional fee.

No items may be left in or on Community Center property overnight.

USE OF COMMUNITY CENTER FACILITIES

The Community Center reserves the right to determine which areas may be used for food and beverage service and for other special activities planned for the event.

The Caterer is not permitted, at any time, to utilize Community Center equipment without prior permission of the Center. Deliveries and unloading of all items will be made at the kitchen service entrance on the Northwest side of the building. When loading and unloading equipment, care should be taken to avoid hitting walls and doorways. All doors must be opened with hands.

Breakdown and clean-up must occur immediately after the guests have departed the Community Center and all rental and décor items must be removed the same night. A maximum of 60 minutes after the guests have departed the Community Center is permitted for caterers to breakdown, clean, load their equipment, and exit the property. The Community Center staff may grant exceptions to the procedure. All rentals MUST be picked up the evening of the event and must coincide with the caterers given amount of time for clean-up. A catering representative must be on-site to confirm the pick-up order. Should the rental vendor come to pick-up an order outside of these established time frames, the caterer agrees to pay a \$25 per hour fee for the additional time incurred.

To ensure the quality of service for the client, Caterer agrees to clear **all** bar glassware and bottles throughout the course of the event. Catering staff is not expected to "cocktail" and should direct guests to the bar. Assistance in pouring dinner wine/champagne may be required.

The Community Center does not provide table linens, glassware, china, trashcan liners, cleaning supplies, towels or any other "extras". You are responsible for providing these items at the time of your event.

FOOD AND BEVERAGE PREPARATION

All food and beverage preparation is to be conducted in the kitchen area of the Community Center only.

Community Center Kitchen facilities are not to be used for initial food preparation. The space may be used for food warming and work areas, but must be completely cleared and cleaned after each event. A catering representative must complete an inspection of the kitchen and banquet areas with a member of the Community Center staff prior to exiting the building.

If prior arrangements are made with Community Center staff, one refrigerator will be designated for holding only.

The kitchen floor and dock area are to be swept and mopped upon conclusion the event.

Fryers, charcoal or gas grilling is allowed on the back dock of the Community Center with prior approval from Community Center staff. Caterer is not permitted to block any emergency exits or pathways.

All facilities are to be left in the condition they are found. No washing of dishes or glassware by the Caterer in the dishwasher is permitted.

Sturdy, commercial restaurant chafing dishes with stand parallel to the base of the dish are acceptable for food warming and buffet services.

OPEN FLAMES

Sterno fuel for chafing dishes may be used with commercial restaurant chafing equipment only. Specifications for this equipment are described above. Freestanding candles are not permitted in the Center. Table votives and hurricane lamps are permitted with prior management approval.

INSURANCE REQUIREMENT/CONTRACTED SERVICES

Choices of rental company, valet parking services, and other contractual services are all subject to the approval of the Community Center staff (company names and delivery/pick-up times must be listed on pre-event information form). All services must be performed to the highest standard of compliance.

Caterers must show proof they have obtained an Environmental Services Department Food Catering Permit as well as a Town of Fountain Hills Business License. *Business License may be obtained at the Town of Fountain Hills Administration Building located at 16836 E. Palisades Blvd. or by calling (480) 816-2003.*

CATERING PERSONNEL

The Caterer shall furnish a well-trained staff to include captain or head waiter who are all informed as to the Community Center's property, security and safety concerns, rules and regulations. Catering management and key personnel agree to orientate themselves with Community Center policies prior to the event.

Caterer will designate a representative who will be at the Community Center during the event and who will be responsible for answering questions and assist Manager On Duty in enforcing the regulations. Name of the representative is to be given to Community Center staff prior to each function.

All parties agree that the personnel provided by the Caterer shall be and remain the employees of the Caterer and the Caterer shall be rendered responsible for the payment of all wages and taxes for the services rendered herein.

The Fountain Hills Community Center reserves the right to have removed any catering personnel who are not professionally representing the Community Center / Catering partnership. Any personnel found smoking, drinking, or using drugs will be removed immediately and not permitted to return to work on Community Center grounds.

SECURITY AND SAFETY REGULATIONS

In case of an emergency, problem, suspicion or concern catering personnel should notify the appropriate Community Center staff immediately. During all events serving liquor, a uniformed officer will be on property.

All trash must be taken out of the building and put in the dumpster immediately following the event.

The Community Center reserves the right to inspect all personal property of the Caterer and his/her staff before leaving the Community Center grounds.

DECORATIONS AND EQUIPMENT

The Fountain Hills Community Center does not have an area for storage of personal belongings or rental equipment. All deliveries of supplies or equipment must be the same day of the event with advance notice of time of delivery. All rental items, décor, trash etc. must be removed from the facility immediately following the event. Charges will be applied if these regulations are not followed.

Decorations are limited to table set-ups and decorative props with prior approval from Community Center staff. Mylar balloons, confetti, rice or glitter are not permitted in the Center. Any clean-up of these items will result in an extra charge of \$25 per hour per employee to the responsible party.

Fountain Hills Community Center Kitchen Usage Agreement



This is a **sample** of the Kitchen Usage Agreement required for use of the kitchen facility by anyone other than a caterer.

GENERAL RULES AND REGULATIONS

All terms and conditions are mandatory and must be fulfilled prior to event.

Licensee is allowed 2 hours preparation time during which they may set up for their event. They are allowed 60 minutes to clean to the satisfaction of the Community Center Staff and depart the premises after an event has ended without incurring an additional fee.

No items may be left in or on Community Center property overnight.

USE OF COMMUNITY CENTER FACILITIES

The Center reserves the right to determine which areas may be used for food and beverage service and for other special activities planned for the event.

Licensee is not permitted, at any time, to utilize Community Center equipment without prior permission of the Center.

Deliveries and unloading of all items will be made at the rear service entrance on the Northwest side of the building.

When loading and unloading equipment, great care should be taken to avoid hitting walls and doorways. All doors must be opened with hands.

Breakdown and clean-up must occur immediately after the guests have departed the Community Center and all rental and décor items must be removed the same night. A maximum of 60 minutes after the guests have departed the Community Center is permitted to breakdown, clean, load equipment, and exit the property. The Community Center Staff may grant exceptions to this procedure.

All rentals MUST be picked up the evening of the event and must coincide with the given amount of time for clean-up. A representative from licensee must be on-site to confirm the pick-up. Should the rental vendor pick up an order outside of the established timeframe, the licensee agrees to pay a \$25 per hour fee for the additional time incurred.

To ensure the quality of service, the licensee agrees to the clearing of all bar glassware, bottles or other items throughout the course of the event.

The Center does not provide table linens, glassware, china, trashcan liners, cleaning supplies, towels or any other "extras". You are responsible for providing these items at the time of your event.

FOOD HANDLERS CARD REQUIREMENT / CONTRACTED SERVICES

Choice of rental company, valet parking services, and other contractual services are all subject to the approval of the Community Center (company names and delivery/pick-up times must be listed on pre-event information form). All services must be performed to the highest standards.

Licensee must show proof they or another person in the group attending the event have obtained an Environmental Services Department Food Handlers Permit. *Permit may be obtained at the Maricopa County Environmental Services Department, (602) 506-6970.*

PERSONNEL

Prior to event, the Licensee and all using kitchen facilities shall be informed and trained as to the Community Center's property, security and safety concerns, rules and regulations. Key personnel agree to familiarize themselves with the Center policies prior to the event.

Licensee will designate a representative who will be at the Center during the event and who will be responsible to answer questions and assist Community Center Staff in enforcing the regulations. Name of the representative is to be given to Community Center Staff prior to each function.

FOOD AND BEVERAGE PREPARATION

All food and beverage preparation is to be conducted only in the kitchen area of the Community Center.

Kitchen facilities at the Community Center are not to be used for initial food preparation. The space may be used for food warming and work areas, but must be completely cleared and cleaned after each event. A representative must complete an inspection of the kitchen and banquet areas with a member of the Community Center Staff prior to exiting the building.

If prior arrangements are made with the Center Staff, one refrigerator may be designated for holding only.

The kitchen floor and dock area are to be swept and mopped upon conclusion of the event.

Fryers, charcoal or gas grilling may be allowed on the back dock of the Community Center with prior approval from Center Management. The Caterer is not permitted to block any emergency exits or pathways.

All facilities are to be left in the condition they are found. No washing of dishes or glassware in the dishwasher is permitted.

Sturdy, commercial restaurant chafing dishes with stand parallel to the base of the dish are acceptable for food warming and buffet services.

OPEN FLAMES

Sterno fuel for chafing dishes may be used with commercial restaurant chafing equipment only.

Open flames are not permitted in the Center per Town fire code. All candles must be enclosed in fireproof containers where flame does not exceed the height of said container. Table votives and hurricane lamps are permitted with prior approval.

DECORATIONS AND EQUIPMENT

The Community Center does not have storage space for personal belongings or rental equipment. All deliveries of supplies or equipment must be the same day of the event with advance notice of time of delivery. All rental items, décor, trash etc. must be removed from the facility immediately following the event. Charges will be applied if these regulations are not followed.

Decorations are limited to table set-ups and decorative props with prior approval from the Center Management. Mylar balloons, confetti, rice or glitter are not permitted in the Center. Clean up of these items will result in an extra charge of \$25 per hour per Staff member to the Licensee.

USAGE FEE

Licensee agrees to compensate the Community Center in the amount of \$25.00 per ballroom if a Fountain Hills resident, or \$50.00 per ballroom for non-residents. Usage Fee is to be paid to Community Center prior to the day of scheduled event.

Fountain Hills Community Center

Decorating Guidelines



We want your event to be as successful as you do. Here are a few guidelines to help you achieve your decorating goals, while keeping within the requirements of the Community Center. You may decorate the rooms you have rented providing you observe the guidelines listed below. You may request permission from the Center Staff to decorate hallways, lobby areas, restrooms or any other non-leased areas.

The "Community Center Policies & Procedures," which you received as part of your License Agreement, lists complete decorating information in Section 14.01 Decorations.



Set Up Time

When renting the ballroom, set up and clean up activities are considered part of your scheduled time. The time you require for set up must be coordinated with Center Staff. Extra set up time is available at an additional charge.

Table Sizes

The Community Center does not supply tablecloths, napkins or skirting. We provide 60" round banquet tables. A limited number of 72" round tables are also available. Buffet tables are 72" long x 30" wide.



Balloons

Helium-filled balloons are permitted only with prior approval from the Community Center Staff. Sorry, we cannot allow mylar balloons. If they get loose, they can stay up in the ceiling for months. Helium tanks need to be on approved carts or bases.

Confetti & Glitter

Confetti, glitter, rice, peanuts in the shell or sunflower seeds are not permitted in the facility. A cleaning service charge will be levied should such items be brought on site for an event.

Candles & Open Flames

Candles must be pre-approved by the Staff and must be in compliance with the Town Fire Code. Town Fire Code prohibits open flames unless in approved containers. All other decorations must be flame retardant.

Tape, Pins, Staples

Decorations are not allowed on any glass surface in the facility. Pins, staples or similar fasteners are not permitted on moveable walls, curtains, stage or table skirting. Pins, tacks or staples used on tack board surfaces must be removed at the conclusion of the event. No self-adhering decorations are permitted on any surface.

On surfaces other than glass and tack board, decorations may be applied using painter's blue masking tape with prior approval. Signs or decorations attached with tape other than painter's blue masking tape may result in a surface repair fee.

Under no circumstances may decorations be stapled onto or into any tables owned by the Center.

Any type of tape applied to the floor (including double-faced carpet tape) must be approved in advance. Many brands of double-faced tape do not come off the floor and you may incur the cost of clean up and resealing.

Special Effects

Bubble machines are not allowed anywhere within the building. All other special effects must be approved by the Community Center Staff.



The Party's Over ...

Following the close of your event, all decorations and tape must be removed and placed into waste receptacles. Any decorations or tape remaining from the event will be removed by the Center staff at the prevailing labor rate (subject to overtime rates for holidays, after Midnight, etc.).

Damage to furnishings, walls, floors, windows or any other surface due to decorations will be charged to your event.

All items, including rental items, brought into the Center need to be removed from the building immediately following your event.

HAVE YOUR WEDDING CEREMONY OUTSIDE AT THE COMMUNITY CENTER COURTYARD OR IN FOUNTAIN PARK

If you're looking for a unique place to hold your wedding ceremony, Fountain Hills has the perfect location.



With the 4 Peaks, Red Mountain and the Fountain at Fountain Park as the backdrop, The Community Center Courtyard is one of the most beautiful spots in the valley for your wedding ceremony. Call 480-816-5200 to reserve The Courtyard.

Fountain Park, two blocks from The Community Center, is another unique and breathtaking location. Fountain Park is divided into quarter sections. The fee listed below is per section. Individuals may reserve multiple sections for larger events and will be charged accordingly. Payment in full is required when you make your reservation. Cash or check only. For full details, please contact the Fountain Hills Parks & Recreation Department at 480-816-5173.

The Community Center Courtyard or Fountain Park*	<i>Resident</i>		
	<i>Up to 2 Hours</i>	<i>2-4 Hours</i>	<i>Over 4 Hours</i>
	\$90	\$135	\$200
	<i>Non-Resident</i>		
	\$180	\$270	\$400

* Per Quarter Section

Accommodations & Golf Courses

Hotels

Comfort Inn Fountain Hills
17105 E. Shea Boulevard
Fountain Hills, AZ 85268
480-837-5343
800-228-5150

Copperwynd Resort & Club
13225 N. Eagle Ridge Drive
Fountain Hills, AZ 85268
480-333-1900

Courtyard by Marriott
13444 E. Shea Boulevard
Scottsdale, AZ 85260
480-860-4000

Southwest Inn at Eagle Mountain
9800 N. Summer Hill Boulevard
Fountain Hills, AZ 85268
480-816-3000
800-992-8083
www.southwestinn.com

Bed & Breakfasts

Bedlam Bed & Breakfast
15253 Skylark Circle
Fountain Hills, AZ 85268
480-837-9695

El Gecko Bed & Breakfast
15225 N. Wiley Drive
Fountain Hills, AZ 85268
480-837-0379

Fountain Hills Inn Bed & Breakfast
10621 N. Eagle Lane
Fountain Hills, AZ 85268
480-816-5000

Phylician Bed & Breakfast
15848 E. Centipede Drive
Fountain Hills, AZ 85268
480-837-3564

Fountain Hills Golf Courses

Golf Club at Eagle Mountain
14915 E. Eagle Mountain Parkway
(480) 816-0422

Sunridge Canyon Golf Club
13100 N. Sunridge Drive
(480) 837-5100

Desert Canyon Golf Club
10440 Indian Wells Drive
(480) 837-1173

We-Ko-Pa Golf Course
18200 E. Toh Vee Circle
480) 836-9000

Wedding Professionals

<u>Company Name</u>	<u>Contact Name</u>	<u>Phone</u>
Catering:		
Creations In Cuisine	Frank or Tony	(602) 485-9924
Nibblers Catering	Lisa Johnston	(602) 373-1108
Catering by Phil's	Phil Rodakis	(480) 837-0592
Bon Cuisine Caterer, Inc.	Susan Patrik	(480) 860-0575
The Herb Box	Susan Wilcox	(480) 998-8355
Honi-Du	Honi Hershey	(480) 837-1715
Sakura Inn	Leelynn	(480) 836-8008
Heidi's Home Catering	Heidi	(480) 491-5254
Cakes/Pastries:		
Granny's Bakery	Dominik & Tesi Bombelli	(480) 551-0604
Winter Cakes	Robin Kastner	(602) 908-9033
Gifts/Favors:		
To Die for Fudge	Sandy Ford	(602) 569-9887
Chocfin Chocolatier		(480) 836-7444
Rentals:		
Classic Events & Parties	Jessica Angel	(602) 252-0961
Honi-Du Rentals	Honi Hershey	(480) 837-1715
Red Hot Rentals	David Brann	(602) 276-6720
Kilt Rental	Michael McClanathan	(602) 549-4394
Entertainment:		
Applause Productions	Bob Messinger	(480) 951-8393
SKM Entertainment	Allen Knight	(480) 423-1115
Rock Around The Clock	Jeff Marcus	(480) 575-5900
The Bagpiper	Michael McClanathan	(602) 549-4394
Blessings From Above Dove Release	Kevin Moore	(480) 924-9377
Allegro D.J. Music	Armand Sepanski	(480) 998-4232
Photography:		
Linda Enger Photography	Linda Enger	(602) 271-9503
Mark Trembley Photography	Mark Trembley	(480) 816-6618
Colling Photography	Jeff or Rena Colling	(480) 940-7477
Event Planners:		
BB's Occasions	Carol Gregorio	(602) 882-0884
Meeting Resources	Lorraine Davies	(480) 424-6893
D & M Staffing & Planning	Deana Sherven	(623) 221-4177
Transportation:		
Desert Diamond Limousines	Dyanna	(480) 705-6638
Carefree Carriage Company		(623) 434-7241
Event Services:		
Arizona Weddings-Minister	Phillip Waring	(480) 502-0707
Reverend Roseann D'Antonio		(602) 254-3751
Balloon Paradise	Debbie Crowl	(480) 367-9627
Somerlights (Accent Lighting)		(623) 322-1935
Candle Bouquets by MPB	Marsha Brizzie	(480) 836-8373
Ice Sculptures by Armitage		(602-770-0064
Bridal Gowns:		
Destiny's Bride	Lisa Daversa	(480) 368-8868

Directions to the Fountain Hills Community Center
13001 N. LaMontana Drive
Fountain Hills, AZ 85268

From Shea Boulevard East Bound:

Turn left from Shea Boulevard onto Palisades Boulevard.

Take Palisades Boulevard to La Montana Drive (a four-way stop). Turn right onto La Montana Drive.

There is another four-way stop at La Montana Drive and the Avenue of the Fountains.

Go through this intersection. The Community Center is the first building on the left.

From Shea Boulevard West Bound:

Turn right onto Saguaro Boulevard.

Take Saguaro Boulevard to the Avenue of the Fountains. Turn left onto the Avenue of the Fountains.

There is a four-way stop at the intersection of Avenue of the Fountains and La Montana Drive. Turn left onto La Montana. The Community Center is the first building on the left.